

COMMERCIAL TENANT IMPROVEMENTS FORM

**CITY OF MILPITAS
BUILDING DEPARTMENT APPLICATION DRAFT
COMMERCIAL TENANT IMPROVEMENTS ONLY**

Administering Department: Building Department
455 East Calaveras Boulevard, Milpitas CA 95035
tel: (408) 586-3000 • fax: 586-3286

NOTE: While this form is **not interactive** due to the requirement for an original signature, it may, however, be filled out, then printed and mailed or delivered to the City.

Project Address:

Date:

SECTION 1: Five (5) complete sets of drawings, minimum 17" x 22"

Architectural Submittal Requirements - wet signed

1: SITE PLAN:

- A. Must Show site plan, vicinity map, site parking and North arrow.
- B. Define a brief "Scope of Work" through an outline text format.
- C. Must show building data: construction type, square footage, sprinklers and occupant class.

2: FLOOR PLAN:

- A. Define space function (i.e. storage, manufacturing, etc.), exiting paths and corridors (ideal to highlight the area, or use patterns), door and window schedules and hardware
- B. Identify the specific area within the building where the permit activity is occurring.
- C. If applicable, define areas for demolition and label appropriately.
- D. Rated corridors must be submitted with full-building floor plan: identifying relationship with roof structure, ceilings and floor.
- E. Show occupant load of each space.

3: ELEVATIONS:

- A. Exterior elevations are required with exterior changes.
- B. Additional elevations may be requested for project clarifications.
- C. Cross-section showing location of new A/C equipment in respect to roof screen or parapet.

4: REFLECTED CEILING PLAN:

- A. Required for new construction and renovation work when the ceiling is being modified.

5: LANDSCAPE & IRRIGATION:

- A. If applicable, all submittals must comply with current regulations.

Structural Submittal Requirements:

1: STRUCTURAL DETAILS AND PLANS:

- A. Identify area of work by specifically highlighting the area and enlarging if required.
- B. Shall be wet-stamped by State of California licensed engineer.

2: STRUCTURAL CALCULATIONS:

- A. Two sets of wet-stamped and wet-signed calculations required.

Electrical Submittal Requirements:

1: MAIN POWER DISTRIBUTION PLAN

2: SCHEMATIC ONE-LINE DIAGRAM

3: PANEL SCHEDULES/LOAD CALCULATION

4: ELECTRICAL FLOOR, CEILING, AND EQUIPMENT PLANS

- A. Include lighting, switches, receptacles, etc.

Mechanical/Plumbing Submittal Requirements:

1: BUILDING DISTRIBUTION & LAYOUT

2: NEW MECHANICAL EQUIPMENT

- A. Provide descriptions, equipment schedules including equipment weights.
- B. Cross-section for HVAC, and roof screen

3: ROOF PLAN

- A. Show location of new equipment, roof screen, and drainage.

SECTION 2: Form Submittals

Water, Sewer & Ind. Wastewater Questionnaire: Submit 4 sets of copies.

Hazardous Materials Disclosure Form: Submit 4 sets of copies.

Title 24 Information: Submit 2 sets of copies

1. Title 24 energy conservation requirements will apply with new changes to the use of energy: additional wattage, additional HVAC, changing lighting, etc.
2. Title 24 requirements will include mandatory measures: preferably incorporated onto reproducible set of plans, not as loose documentation
3. Title 24 accessibility standards will require building accessibility notes & comments.

County Health Department Approval: Phone 408-299-6060.

1. Prior approval for food service applications.

SJ/SC Water Pollution Control Plant Approval: Phone 408-945-5300

Storage/Warehouse Applications:

1. Provide list of materials to be stored within area.
2. Provide a general layout of the storage/warehouse area.

Equipment Certification:

1. Provide statement regarding 3rd party labeling.

SECTION 3: Hazardous Materials or Hazardous Waste

Industrial Wastewater Discharge Application, From SJ/SC WPCP

Hazardous Material Storage Permit Application for New Business, From the Fire Department

Include Hazardous Materials Business Plan, 2 copies required.

Hazardous Material Inventory Statement including Key Location Map

Layout of Production, Manufacturing or Assembly Areas and Description of Process.

NOTE: Building permits may only be issued to a Building Owner or a Licensed Contractor. A Building Owner who acts as a General Contractor and hires subcontractors to do the work must provide Workman's Compensation Insurance with a Certificate of Insurance to the City. A tenant who does the work with their own employees and does not hire outside help may work under the permit issued to the Building Owner and must provide a letter of acceptance of responsibility from the Building Owner. A copy of the format for this letter is available at the Public Services Counter.

I have read and noted the above and have submitted all required information.

CERTIFICATION OF AUTHENTICITY

BEWARE, you are subject to prosecution if you unlawfully submit this form. UNDER PENALTY OF LAW, transmission of this form to the City of Milpitas is your certification that you are authorized to submit it and that the information presented is true and correct.

Name

Signature:

Date:

I declare under penalty of perjury that the forgoing is true and correct, and that I will comply with all City Codes and Regulations in the conduct of my business.